

**NATIONAL GUARD BUREAU (ARNG-HRH-A)**

**111 South George Mason Drive**

**ARLINGTON, VA 22204-1382**

**SOLDIER'S MEDAL CHECKLIST**

**\*DATE SUBMITTED: \_\_\_\_\_ \*PRESENTATION DATE: \_\_\_\_\_**

**DATE OF ACT: \_\_\_\_\_ \*STATE: \_\_\_\_\_ \*RANK: \_\_\_\_\_**

**\*NAME: \_\_\_\_\_ \*LAST FOUR: \_\_\_\_\_**

☐ **ENTERED INTO NGB DATABASE**

**REQUIRED DOCUMENTS:**

☐ **DA FORM 638 WITH RECOMMENDATION/ENDORSEMENTS AND DATES**

☐ **ERB, ORB, DA FORM 2-1, OR PQR**

☐ **NARRATIVE (MUST SHOW THAT HE/SHE DISTINGUISHED HIMSELF/HERSELF HEROICALLY)**

☐ **CITATION (MUST ACKNOWLEDGE VOLUNTARY RISK OF LIFE)**

☐ **LETTER OF LATENESS (IF PASS PRESENTATION DATE OR PRESENTATION DATE IS WITHIN 90 DAYS)**

**AR 600-8-22 SM ELEGIBILITY CRITERIA:**

☐ **HEROIC ACT**

☐ **INVOLVED PERSONAL HAZARD OR DANGER**

☐ **NOT AN ACTUAL CONFLICT WITH AN ARMED ENEMY**

**RECOMMENDATIONS/APPROVAL/DISAPPROVAL**

**SECTION CHIEF: ☐ APPROVE ☐ RWOA ☐ DOWNGRADE TO: \_\_\_\_\_**

**DIVISION CHIEF: ☐ APPROVE ☐ RWOA ☐ DOWNGRADE TO: \_\_\_\_\_**

**CHIEF OF STAFF: ☐ APPROVE ☐ RWOA ☐ DOWNGRADE TO: \_\_\_\_\_**

**REMARKS:**
